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ABSTRACT

This glossary defines common library terms and serves as a quick reference source for library users. Many of the new terms that have been incorporated to librarianship are consolidated in this document as well as new terms created as a result of developments in technology. Over 150 terms cover abbreviations, acronyms, technology and equipment, library collections, processes, and services, and other terms related to the information field. (Contains nine references.) (AEF)

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Glossary of Library and Information Science Terms

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Glossary of Library and Information Science Terms

There has long been a need for a concise reference list of terms that are used in libraries, media centers, learning resource centers, and information centers. In particular, freshman, international students, non-traditional college students, returning students, and new and first time library and information centers users may be the primary users of this list. Therefore, this glossary was prepared to familiarize these groups of students and other library users as to the meaning of some of these most common library terms. It provides to all of those quick source of reference.

This glossary was gathered over a period of five years during which I was coordinating the User Education Program at James E. Morrow Library, Marshall University, located in Huntington, West Virginia. It is offered not as a last word but as a tool that anyone uses libraries may find it helpful and up to date. Thus, I don't claim perfect and completeness of meaning. Some terms may still need clearer and more clarification. For these I apologize and hope that future updating of this glossary will take care of this deficiency.

Many of the terms used in this list may be found at other comprehensive library and information science glossaries. However, this glossary consolidates many of the new terms that have been incorporated to librarianship. In addition, and because of the fastest developments in computers and technology

and their effect in libraries, scores of new concepts and terms brought new significance to many old ones. These changes have been observed and incorporates in this publication.

Finally, not all of the terms used in this list have agreed-upon definitions, nor should this list be considered a definitive or technical dictionary of terms. It is just a first step to verify the meaning of the some frequently used library and information science terminology.

Abridged Dictionary: A dictionary in which its text is reduced and shortened in length or in which its text is summarized from the original work.

Abstract: A short summary in which the writer covers all essential points of an article or a book.

Acid-Free Paper: Paper that is free from the substance called Acid to resist the effects of aging

Acronym: A word formed from the initial letters of each of the successive parts of a name of an organization of an agency e.g.DOS: Disk Operating System;

Acquisitions: The procedure of acquiring materials to any given library which encompasses purchasing, exchange, trade, or gift.

ALA: Stands for American Library Association, the largest and oldest library association in the world.

Archie: A computer system/software used to collect and store INTERNET information for future access and retrieval.

Archives: Records and materials of any given organization, agency, institution, etc. that are considered to be worth preserving.

Article: Any information in the form of an essay on any given subject that appear in newspapers, journals, magazines, yearbooks, encyclopedias, etc.

Automation: The process of using available technology to process, store, control, and retrieve materials.

Bar Code: A code designed for machine readable scanning used to scan items such as books to record information electronically.

Bibliography: A list of works such as books, articles, documents, etc. on a particular subject, usually arranged alphabetically by author.

BITNET: Stands for Because It's Time Network, a world wide network which connect various educational institutions.

Book Drop: A place to return books and/or other materials borrowed from a particular library.

Book mobile: A mobile used to circulate books and other library materials for schools, rural areas, or for any resident who can't get to a library.

Bookstore: an established business which the primary product line is books and other related items

Boolean Operator: A logical operator formatted by George Boole, a 19th century British scientist, using AND, OR, and NOT to construct search strategy.

Browsing: To look through with no conscious search strategy

Brochure: published information in forms such as leaflet, booklet, pamphlet, etc.

CD-ROM: An acronym stands for Compact Disk-Read Only Memory. It is an information storage and retrieval tool. Today there are many different examples of CD's educational as well as musical ones.

Caldecott Book: A book whose illustrator awarded a medal from the American Library Association for the most distinguished illustration contribution to children's literature published in the United States during the preceding year.

Call Number: A unique letter/number combination assigned to each book in the library and used to identify its location on the shelves.

Card Catalog: A catalog in which entries for library holdings such as books, journals, non-print materials, etc. were made for access.

Carrel: A small desk or a small room designed as a place to individual study or reading

Cataloging: The process of preparing library materials for circulation and determining all points of access

Central or Main Library: The chief library for an organization in which the principle collections and the administration are housed.

Check Out/Borrow: To borrow or charge out library materials. The circulation desk normally oversees or handle the check out process. Some materials such as videotapes or government publications may have a different check out policy. You will need your library card or your student identification card to do this.

Circulation Desk: The place or an area of a library where you check out, return, and renew books and some other library materials.

Citation: A reference or a note referring to a document from which a text is quoted.

Classification: The process of arranging and assigning unique codes or numbers to library materials according to their subject,

format, or any other legitimate method in a logical sequence.

Code of ethics: A statement issued and/or adopted by a professional organization that outlines professional conducts and ethics to its members.

Computer Catalog or Online Catalog: A computerized catalog that enables library users to access the record of the holdings of that particular library. Access point could be by title, author, subject, keyword, and other options depending on the software used to access that particular database.

Conference: A meeting of individuals for consulting or discussion on topics of common interest.

Conference Proceedings: Published materials consisting of all or some of the papers presented at a certain scholarly meeting of a society, an organization, an association, an institution, etc. Synonymous to transactions.

Conservation: The process of preserving library materials to save its original and physical look.

Consortium: A formal association established to develop, promote, and implement resource sharing among members in an effort to improve services.

Copyright: A constitutionally conceived property right granted by a government to the originator of an intellectual property (such as an author or an organization), to reproduce, copy, print, duplicate, publish, sell, distribute, etc. any section or part of an existing work such as a book, an article, or a videotape. Violation of copyright may cause harm and damages to

the person(s) involved in the process.

Core Collections: collections of sources such as books, journals, non-print materials considered essential for the study of a particular discipline.

Cumulative Index: An index that combines recent and earlier published volumes.

Database: A collection of information such as articles, books, conference proceedings, speeches, etc, stored in a computer that can be retrieved for the purpose of addition, deletion or usage.

DDC: Stands for Dewey Decimal Classification, a classification scheme devised by a librarian named Melvil Dewey. This classification system is widely used in school, small public, and some university libraries

Depository Library: A library entitled by law and designated by the Government Printing Office to receive all or selected U.S. government publications.

Desktop Publishing: The process of using computers to produce documents with complex format such as newsletters and brochures.

Dedicated Line: A telecommunication line used to provide direct access to a computerized site with no interruption.

Diolog: An information retrieval service with over 400 databases from a broad scope of disciplines including literature, science education, engineering, medicine, business, and more.

Directory: A published material that has listing of names, addresses, phone numbers, and other useful information

Dissertation: A published research conducted by a person on a

certain subject that entitle the researcher to the highest degree in the field of that discipline "normally the Ph.D".

DOS: Stands for Disk Operating System, a computer program that enable IBM computer users use and interact with other software installed at the same terminal or part of the network web.

Due Date or Date Due: The date that reminds the borrower when the book must be returned to the library (most often this date is stamped in a piece of paper attached to the inside cover in the front or the back of the checked out item).

Dummies: Objects that looks like a book placed on shelves to remind users of martials in other sequence.

Edition: Version or copy of a certain publication such as a book Produced from the same setting.

Editor: One who prepares for publication of a work or collection of works not his/her own writing.

E-Mail: Electronic mail, a computer software that allows computer users to communicate with each others by sending and receiving messages from one computer to another.

E-Mail Address: An assigned address to an individual or an organization that allows the owner of that address to send or receive personal E-Mail messages.

Encyclopedia: A general reference source that contain information on all subjects or limited to a specific subject.

ERIC CD-ROM: An electronic index to articles and documents on education and related fields to education

Expanded Academic Index: Is the premier CD-ROM database for

undergraduate research providing indexing to over 1500 scholarly journals plus the New York Times newspaper.

Fax Machine: A machine similar to a typewriter or a copy machine or even a computer chip installed in the hard drive of a computer and used to send and/or receive documents from one point to another within seconds.

FTP: Stands for File Transfer Protocol, the process of transferring files from one Internet connection to another so information and research results could be shared.

Filmstrip: A roll film that represent of still pictures on a certain subject matter

Folio: An indication of the size of a book. Normally refers to a book made of large sheets of papers and too long to be shelved in its normal sequence with the rest of the collections.

ID: Student Identification Card

Gateway: Special purpose dedicated computer connected to two or more computer sites through the Internet or any other method, and rotates information from one site to another.

GEAC: An automated library system.

Glossary: An alphabetical list of terms on a specific subject area.

Gopher: A network tool used to organized electronic information into easy to use menus for interactive access and retrieval.

Government Documents: Publications issued or published or sponsored by the United States government.

Handbook: A book of instructions covering one or more subjects.

Handout: To give or handout something free such as a sheet of paper that has information.

Host Site: A computerized site that receives messages and allow users of that particular site communicate with other computerized sites (normally INTERNET).

Index: A guide that consists of published materials such as articles, and books, arranged by subject or author. Examples of an index are Education Index, Reader's Guide, Books in Print, InfoTrac, etc. An Index may also refer to an alphabetical list of words, name or phrases that serve as a guide to the contents of a particular document(s), normally located at the end of that document or published separately.

Information Superhighway: A networking term that means using an office or home computer for interactive access to audio,video and text through telecommunication channels.

InfoTrac: Information Access Company, is an automated reference service that provides computer aided retrieval of bibliographic references stored on computer disc. There are many different databases available on InfoTrac system. Each database is designated to address specific research needs of patrons

Interlibrary Loan: A service provided by many libraries through their one of their public services departments such as the interlibrary loan department, the circulation department, or the reference department that enable library users to obtain copies of articles and borrow books and other materials from other libraries and information centers.

INTERNET: A world wide collection of networks, local, regional, and international.

Internet Protocol (IP): Rules used by the Internet users for regulation purposes.

Internship: A supervise professional training following the completion of course work which allows students implement or use what they learned in theory into practice.

ISBN: Stands for International Standard Book Number, a 10 digit unique number assigned to each book published to identify the publisher, title, edition, and volume.

ISSN: An acronym stands for International Standards Serial Number, a distinctive number assigned to a serial publication.

Jobber: A supplier of books to vendors or libraries.

Joint Authorship: Two or more authors collaborated or worked together to produce a work such as a book or an article.

Journal: A periodical publication that contains scholarly articles written by professionals, researchers, and other experts in a particular subject area.

Keyword: A significant word from the title, subject, or content of a particular document.

Kit: A box or a container (normally small that can be carried easily) that may include collections of materials in one or more than one format such as booklets, manuals, videotapes, filmstrips, slides, etc. on a particular subject.

LAN: Stands for Local Area Network, a computerized network for a limited geographic area that allows users of each networking unit

access other units in the system.

LCC: Stands for Library of Congress Classification scheme, a classification system initiated at the Library of Congress and adopted by many other libraries specially academic and large public libraries.

LCSH: Stands for the Library of Congress Subject Headings, a list of words and terms arranged alphabetically and used by the library of congress and adopted by many libraries around the world.

Leaflet: A small publication on a given subject

Librarian: A person who works in a library with professional responsibilities, normally holds a masters degree in librarinship.

Library Fines: The amount of money that you pay if you have an overview materials checked out from that particular library.

Listserv: A computer database on a subject area of interest that maintain discussion list and e-mail addresses for subscribers interested in communicating with each others.

LRC: Stands for Learning Resource Center, Synonymous to media or instructional materials center. It is a designated area in an educational setting that consists of print and non-print materials house for educational purposes.

Magazine: A publication contains articles, news, advertisement, etc. and intended for the general public rather than for professionals or scholars, e.g. Newsweek, Money, People Weekly.

Mailing List: A list of names and addresses (e-mail addresses)

for people who share interest on a particular subject or work for an organization, company, etc.

MARC Record: A computerized bibliographic record. MARC is a cataloging term stands for Machine Readable Cataloging Record. Information in the MARC record are very much as the same information found in the traditional card catalog.

Microcard: A photographic page that has micro image information and requires machine for reading its content.

Microfiche: A flat sheet of plastic containing micoimage information on a particular subject and requires machine for reading its content.

Microfilm: Roll film contains information on a particular subject and requires machine for reading its content.

Microform: A non print format (includes microfiche, microfilm, and microcard) that requires equipment to magnify its image so it can be read.

MIDLINE: A database for medical and health related subjects supported by the National Library of Medicine.

Monograph: An independent work consists of information on a certain subject.

Multimedia: Integrating one or more than one format into one particular product.

Newberry Book: A book whose author is awarded a medal from the American library Association for the most distinguished contribution to children's literature published in the United States during the preceding year.

Newsgroup: A discussion group using computers to exchange messages through the INTERNET or BITNET to discuss subject of interest. It may called NEWSNET, or NEWSWIRE

Newsletter: Publication that provide information in a particular subject of common interest.

Network: Two or more sites that interact and cooperate with each others for better service.

NOTIS: An automated library system

NTIS: An acronym that stands for the National Technical Information Service, an agency formed by the U.S. department of Commerce for the collection and dissemination of scientific, technical, and engineering information.

OCLC: An acronym that stands for Ohio Computer Library Center, a non-profit membership organization provide full range of services to libraries such as cataloging, reference, and interlibrary loan.

Online Catalog: A catalog that utilize computers and permits interactive access instead of file cabinets.

Online Searching: A term related to information storage and retrieval through a computer terminal. It is an interactive searching procedure.

OPAC: Stands for Online Public Access Catalog, an online information retrieval system that helps users access the holdings of a particular library.

Open Stacks: Unrestricted access to materials shelved on open shelving area.

Out of Print: A printed material such as a book that is no longer available by its original publisher

Overdue: An item checked out from a library and not returned on the due date.

Overdue Notice: A notice such as a letter or e-mail message sent to the borrower who has filed to return items on or by its due date.

Pamphlet: Small, inexpensive, and most likely unbound publication

Paperback Edition: An edition of a book bound with a paper cover.

Paraprofessional: A term used to distinguish employee working in a professional setting from professional employee who normally hold a professional degree

Patent: An official document issued by the government granting an inventor (individual or organization) the right to make, produce, manufacture, etc. the invented material for a given number of years.

Periodical: A publication with a distinctive title that appears or is intended to appear continuously. Magazines, journals, and newsletters are considered periodicals.

Portfolio: A binder for carrying loose-leaf papers

Poster: A sheet of paper that has information on a certain subject.

Preservation: Technique used to preserve library materials in its original format.

Press release: An official announcement or a statement sent to the press or the media, synonymous to news release.

Primary Source: A report of a new or an original work or research.

Printout: A printed result on a particular subject.

Processing: An action that covers all procedures necessary to physically prepare library materials for convenient access.

Prospectus: A document includes information on a proposed future activity such as research, grant, etc. Synonymous to proposal.

Publisher: An entity (commercial private, or organization), that is responsible for making available content of a work, like a book for the public.

Quote: Phrase, proverb, illustration, or the alike from another work such as speech, poem, book, etc. traced to its original source.

Rare Books: A hard to find books.

Refereed Journal: A journal in which all of its articles have been reviewed by one or more subject specialist(s) or professional(s) before being published.

Reference Department or Desk: The place where you usually ask for help to find information on a given subject.

Renew: To extend the due date for a checked out material.

Reprint Book or Reprinted Article: A copy of a book or an article made from an existing one.

Reserve Desk: The place where materials, such as books and articles, set aside by a professor for use by students in a

particular class.

Review: A critical or analytical or descriptive summary of a product such as a book, or an article, or a non-print item.

Sampling or Sample: Representative or selected number of people drawn from a certain population chosen for research purpose. Sample also may refer to objects other than people such as organizations, institutions, etc.

Scholarly journal: A publication that publishes or devoted to publish original research and other professional literature.

Scientific Journal: A publication that publishes or is devoted to publish original research and other professional literature.

Secondary Source: A source of information that has published text based on previous research.

Series: Collection of printed materials such as books within a defined discipline.

Serial: A publication that is issued in successive pieces and intended by its publishers to continue indefinitely.

Server: A computer or a computerized site that is connected to other networks for the purpose of exchange or usage.

Special Collections: A unit, section, or department in the library that houses and/or oversees materials on a particular subject.

Stacks: Rows of book shelves separated by aisle and used to shelf library materials such as books and journals.

Standing Order: An order automatically shipped to a designated location for works that appears periodically.

Syllabus: An outline of course of study that includes dates and subjects to be taught on these particular dates.

Teleconference: The use of telecommunication equipments such as computers, telephones, satellites, etc. for communication among two or more people.

Telnet: A computerized tool that allows easy sharing of information by permitting users on one site to access information on other computerized sites through the INTERNET and other tools.

Textbook: A book required by a professor to be used for a course of study.

Text Edition: An edition of a book designated to be used in a course of study.

Thesis: Published research conducted by a person on a certain subject that entitles the researcher to a degree in the field of his discipline (normally masters).

Trade Title: a popular publication carried in an average bookstore.

Turnkey System: A ready to work or run computer system made for specific purpose that requires no modification from the purchaser. An example of this system is VTLS, GEAC, and NOTIS.

Unabridged edition: The most complete addition of a work such as a dictionary.

Union Catalog: A catalog that has record of all libraries in the same system.

Union List: A list of titles for a given group of libraries.

Uniform Heading: A form of heading adopted or chosen for use in

cataloging when a work has appeared under varying headings.

User Name: A name assigned by the computer center or other authorities allowing you to connect to a computer network

VCR: Stands for Videorecording.

Vertical File: A file consists of materials such as booklets, brochures, pictures, paperbacks, newspaper clippings, etc.

Virus: In computers it means a bug or a problem affecting the hard drive or a particular file.

Volume: A single publication from a set.

VTLS: An acronym stands for Virginia Tech Library System. A computer system used by many libraries around the country and overseas to automate library holdings.

WAIS: Stands for Wide Area Information Server, a network tool that is used to assist users access or retrieve information from one site to another through the Internet and other computerized tools.

Whole Seller: One who buys and sells books in large quantity.

Word Processing: Using computers to type, edit, and produce a printed product. Examples of word processors that some of are families with are **Word Perfect** and **Word Star**.

World Wide Web (WWW): The most powerful computer tool developed so far that allows computer users access multimedia database through the Internet.

Workstation: A computerized unit that has more than a stand a lone computer, normally it is connected to a network site.

Yearbook: An annual publication that has information or the

activities of a given organization for that proceeding year.

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